

Welcome to the Class 3 Retirement Status and Annual Leave Payout in SCEIS tutorial. This tutorial will update you on the changes made to the SCEIS system to ensure the correct wage type is selected when paying employees for unused annual leave.





The South Carolina Public Employee Benefit Authority, or PEBA, defines Class 2 retirement members as "...generally employees who currently have earned service credit in SCRS or a correlated retirement system for a period of service prior to July 1, 2012."



PEBA defines Class 3 retirement members as "...those members who do not currently have earned service in SCRS or a correlated retirement system for a period of service prior to July 1, 2012."

## Class 3 Retirement Members






**Not Subject to  
Retirement  
Contributions**

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If a Class 3 employee is to be paid for unused annual leave at separation or movement to a position that is not eligible for leave, the amount for annual leave payout should not be subject to retirement contributions.

## Class 3 Retirement Members


  
South Carolina Enterprise Information System

**Change Savings Plans**

Name: CLASS III TEST

EE group: 1 CLASSIFIED FTE    Pers.area: 1040 DEPARTMENT OF SOCI...

EE subgroup: 1A FT-EX W/INS & LV    Status: Active

Start: 02/01/2015 to 12/31/9999    Chng: 02/09/2015 MID66287

Plan: SCRS South Carolina Retirement

Plan data   Administration   Regular contrib.   Bonus contribution   Benefici...

**General plan data**

Benefit area: SC South Carolina

Plan type: SCRS SCRS

Benefit plan: SCRS South Carolina Retirement

**Planning Parameters**

EE Contr. Variant: SCER SCRS EE Contr. Var

ER Contr. Variant: SCER SCRS ER Contr.

Vesting rule:

Investment Group:

**Additional fields**

Retiree Type:

TERI Start Date:

TERI End Date:

**Class 3 Status**

☒ Class 3

Changed By/Date:

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Effective July 20, 2016, a Class 3 Status field has been added to Infotype one sixty-nine - Savings Plans. A check mark in the Class 3 box indicates the employee is a Class 3 member.


For all current, active employee records in SCEIS, this status field will be updated automatically at the time of implementation based on records provided by PEBA.

Going forward, during the new hire action, this box will be checked automatically. PEBA will validate the accuracy of the Class 3 Status of all new hires daily. Any discrepancies will be resolved by the Comptroller General's Office.

Agencies will not have the ability to change the Class 3 Status field.

Note: The changes being implemented will not be retroactive.

## Class 3 Retirement Members


  
South Carolina Enterprise Information System

HR master data Edit Goto Extras Utilities(M) Settings System Help

**Maintain HR Master Data**

Personnel no. 10096390

Name CLASS III TEST

EE group 1 CLASSIFIED FTE Pers.area 1040 DEPARTMENT OF SOCI...

EE subgroup 1A FT-EX W/DNS & LV Status Active

Payroll Add'l Payroll Data Garnishments & Bonds Benefits Time data

Infotype text S

General Benefits Information ☒

Savings Plans ☒

Miscellaneous Plans ☒

Health Plans ☒

Insurance Plans ☒

Flexible Spending Accounts ☒

Recurring Payments/Deductions ☒

Direct selection

Infotype Time Quota Compensation STy

Period

From 02/04/2015 To

☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To Current Date ☐ Last month  
☐ Current Period ☐ Current Year

Choose

Subtypes for infotype "Time Quota Compensation" (1) 9 Entries fo

Restrictions

ESG	PSGpp	Comp.meth.	Description
1	10	1000	Free compensation
1	10	1010	Ann leave Payout-Sub Ret
1	10	1011	Sick Leave Forfeited
1	10	1012	DO NOT USE-old HC Payout
1	10	1013	Comp time Payout
1	10	1014	Sick Lv Transfer-School Dt
1	10	1110	Ann Lv Payout-Not Sub Ret
1	10	1210	Annual Leave Forfeited
1	10	2012	Hol. Comp PD/FF

9 Entries found

During the Separation or Appointment Change action, leave to be paid or forfeited is entered on Infotype four sixteen - Time Quota Compensation.

When the list of subtypes appears in the action, select eleven ten: Annual Leave Payout – Not Subject to Retirement if the employee is a Class 3 member as indicated on Infotype one sixty-nine.

Select ten ten: Annual Leave Payout – Subject to Retirement if the employee is a Class 2 member.

After selecting the correct subtype, continue completing Infotype four sixteen as you have done in the past.


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South Carolina Enterprise Information System

## **PAYING ANNUAL LEAVE IN INFOTYPE 0015 - ADDITIONAL PAYMENTS**

## Class 3 Retirement Members


  
South Carolina Enterprise Information System

HR master data   Edit   Goto   Extras   Utilities(M)   Settings   System   Help

**Maintain HR Master Data**

Personnel no. 10084379

Name TEST A010 -CLASS3 Y3 JAIN

EE group 2 UNCLASSIFIED FTE   Pers.area A010 LEG DEPT-THE SENATE

EE subgroup 2A FT-EX W/INS & LV   Status Active

Payroll   Add'l Payroll Data   Garnishments & Bonds   Benefits   Time data

Infotype text S   Period

General Benefits Information   ☒   Period

Savings Plans   ☒   From 06/02/2014 To

Miscellaneous Plans   ☒   Today   ☐ Current week

Health Plans   ☒   All   ☐ Current month

Insurance Plans   ☐   From curr.date   ☐ Last week

Flexible Spending Accounts   ☐   To Current Date   ☐ Last month

Recurring Payments/Deductions   ☐   Current Period   ☐ Current Year

Choose

Direct selection

Infotype Additional Payments   STy

Subtypes for infotype "Additional Payments" (1) 186 Entries found

WT	Wage Type Long Text	Start Date	End Date
1840	FBMC Unsub Med Ex-NonCash	01/01/1992	12/31/9999
1841	FBMC Excess Dep Care	01/01/1992	12/31/9999
1850	LEGISLATIVE TERMINAL LEAV	01/01/1900	12/31/9999
1851	LEG TERM LEAVE W/O RET	01/01/1900	12/31/9999
1860	Legislative Temporary Pay	01/01/1900	12/31/9999
1900	Ben-SCRS EE RefundPre-tax	01/01/1900	12/31/9999
1901	Ben-PORS EE RefundPre-tax	01/01/1900	12/31/9999
1903	Ben-ORPEE ASGVALIC Ref PT	01/01/1900	12/31/9999
1904	Ben-ORP EE Mettife Ref PT	01/01/1900	12/31/9999
1905	Ben-ORPEE Hartford Ref PT	01/01/1900	12/31/9999
1906	Ben-ORPEE TIAACREF Ref PT	01/01/1900	12/31/9999
1907	Ben-GARS EE RefundPre-tax	01/01/1900	12/31/9999
1908	Ben-JSRS EE RefundPre-tax	01/01/1900	12/31/9999
19A1	Prepaid Medical Refund	01/01/1900	12/31/9999
2200	United Way Assoc of SC	01/01/1900	12/31/9999
2203	Columbia Area UNCF Office	01/01/1900	12/31/9999
2204	The Walker Foundation	01/01/1900	12/31/9999
2205	Conn Peace Officers Found	01/01/1900	12/31/9999
2206	Conn SC Habitat for Human	01/01/1900	12/31/9999

186 Entries found

For the limited number of agencies that pay unused annual leave on Infotype fifteen – Additional Payments, Wage Type eighteen fifty-one should be selected for Class 3 employees.

Wage Type eighteen fifty should be selected for Class 2 employees.

After selecting the correct Wage Type, continue completing Infotype fifteen as you have done in the past.

## Class 3 Retirement Members



**Create Additional Payments**

Name: TEST A010 -CLASS3 V3 JAIN

EE group: 2 UNCLASSIFIED FTE Pers.area: A010 LEG DEPT-THE SENATE

EE subgroup: 2A FT-EX W/INIS & LV Status: Active

**Additional Payments**

Wage Type: 1850 LEG TERM LEAVE W/O RET

Amount: 8,000.00 USD Ind.val.

Number/unit:

Date of origin: 06/02/2016

Default Date:

Assignment Number:

Reason for Change:

**✖ Wage Type 1850 must be used for non-class 3 retirement employee.**

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Be sure to complete the applicable fields and save the record.

If you select Wage Type eighteen fifty-one for a Class 2 employee, you will receive this error message.

You must then select the correct Wage Type for the Class 2 member.

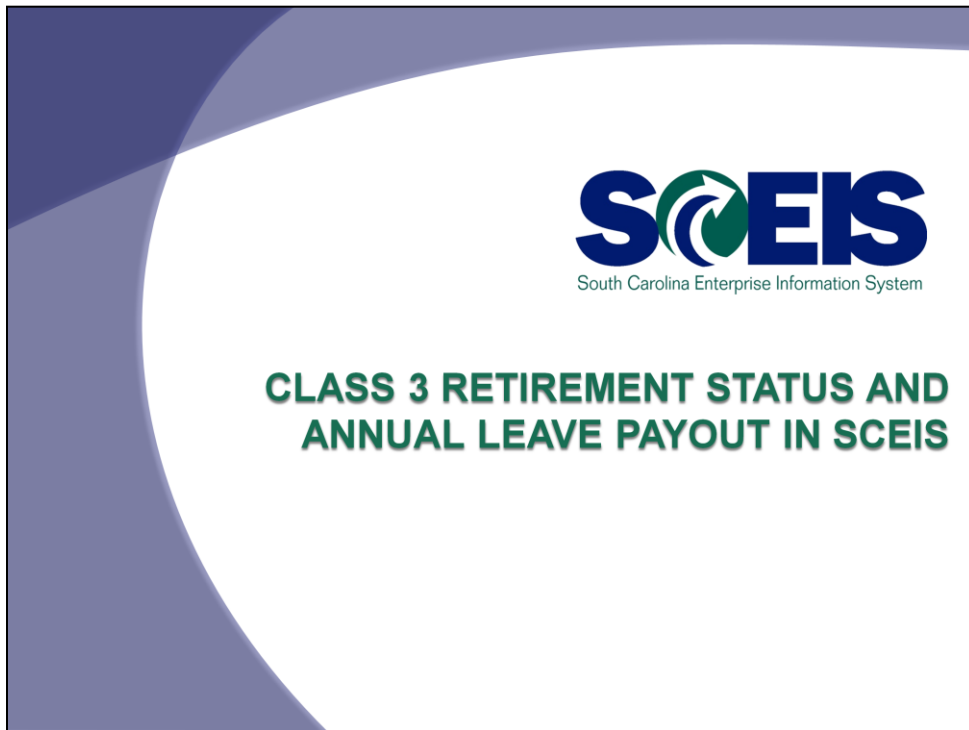
July 2-16, 2016 Pay Period

**July 2-16, 2016 Pay Period**



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If you have created an Infotype four sixteen record to pay unused annual leave during the July 2-16, 2016 pay period before these changes have been implemented and the wage type used does not match the Class 3 Status of the employee, a payroll error will be generated and you will be contacted by the Comptroller General's Office to make a correction.



Thank you for viewing this tutorial. Should you have any questions, please contact the SCEIS Help Desk.